

CLASS TITLE:**SUPERVISING WORD PROCESSING TYPIST**

Class Code: 02423400

Pay Grade: 13A

EO: F

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for and supervise the work of several subordinates or a small clerical unit, engaged in performing varied routine and difficult clerical tasks including the use of automatic typewriting equipment; to participate in the performance of such tasks; to perform word processing typing work of a difficult and responsible nature; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior in accordance with established policies and procedures; instructions usually are given only at the beginning of assignments involving a new type of work; work is generally in final form when completed and is subject to, but does not always receive, review by superiors.

SUPERVISION EXERCISED: Supervises and reviews the work of clerical workers, assigning tasks and reviewing work performed for conformance to procedures and instructions.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for and supervise the work of several subordinates or a small clerical unit, engaged in performing varied routine and difficult clerical tasks including the use of automatic typewriting equipment which records material on cards or tape for storage.

To perform typing work of a difficult and responsible nature on automatic typewriting equipment which includes such features as: storage of content and format; automatic reproduction or printing; switch codes; save memory; automatic letter writing; editing; math options and other word processing functions.

To control the flow of work and keep records to ensure work is promptly completed.

To maintain contact with other state agencies and units.

To train subordinates in the procedures and work of the unit.

To establish and maintain a filing system for records and to prepare reports for these records.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A working knowledge of office practices, commercial arithmetic and business English; a working knowledge in the methods and procedures of filing; the ability to operate one or more of the several types of word processing typewriting machines with reasonable speed and accuracy*; the ability to plan, supervise and review the work of a small clerical staff; the ability to keep complex records and to prepare periodic reports from such records; the ability to interpret and apply policies and procedures relating to work assignments; the ability to establish and maintain effective working relationships with other employees and the public; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a senior high school including or supplemented by courses in typing and the operation of automatic typewriting equipment; and

Experience: Such as may have been gained through: employment in a position involving the exercise of independent judgement in the performance of automatic typing and other clerical work of a difficult nature.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

*NOTE: 40 net WPM-5 minutes

Class Revised: May 24, 1987

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